



MINUTES

**COMMUNITY ACTION AGENCY BOARD MEETING
OVERTOWN TRANSIT VILLAGE NORTH
701 NW 1 COURT - 1ST FLOOR TRAINING ROOM
MIAMI, FLORIDA 33136
MONDAY, NOVEMBER 5, 2012
4:00 P.M.**

Members Present

Dr. William Zubkoff
Dr. Joyce Price
Levy Kelly
Beverly King
Andrea Walker
Marjorie York
James Fayson
Rev. Wilfred McKenzie
Elaine Adderly
Delleperche Joseph
Paola Pierre
Marie Birts
Irene Taylor-Wooten
Reynold Martin
Ilenia Sanchez-Bryson
Larry Williams
Sidney McCray
Dr. Santarvis Brown
Stephanie McIntosh
David Garcia
Guadalupe Maldonado

Members Excused

Madelin D'Arce
Jean Fincher
Lillie Williams
Joyce Galbut
Nick Alvarez
Dr. Tonya Thomas
Diane Benitez
Richard Brown-Morilla
Cristobalina Pinillo
Lisa M. Martinez
Anita Youngkin

Members Absent

Miguel Perez
Israel Andrews
Alan Morley
Vice Mayor Dorothy Johnson
Kametra Driver
Alphonso McCray
Tonya Ferguson
Sherelean Edwards
Edward Dieguez (resigned)
Com. District 3 (vacancy)
Com. District 10 (vacancy)
Com. District 12 (vacancy)
Com. District 13 (vacancy)

This represents a quorum.

CALL TO ORDER

Chairperson Dr. William Zubkoff called the meeting to order at approximately 4:10 p.m. He requested that Rev. Wilfred McKenzie give the inspirational message. After the inspirational message, the Chair requested that Dr. Joyce Price lead Board members in the recitation of the Mission Statement. Introductions were given by everyone, and afterwards, the Chair opened the floor for business.

I. PRESENTATIONS

- **County Longevity Service Pins:** Dr. Joyce Price, Marie Birts and James Fayson presented longevity service pins to the following CAHSD staff:

<u><i>Staff Name</i></u>	<u><i>Division</i></u>	<u><i>Years of Service</i></u>
Rafael Carreiras	Transportation	5
Lynetta S. Donaldson	Head Start	10
Arlene R. Rodriguez	Head Start	10
Jean M. Lassegue	Head Start	10
Argelio Cabrera	ORS Community Service	10
Elizabeth Gardin-Silva	ORS Community Service	10
Shenika McElroy Smith	Energy	10
Nannette Bartels	CDS	10
Felicia Moore	Elderly/Disability/Veterans	10
Ellen Daniels	Elderly/Disability/Veterans	10
Michelle Oyetunji	Self Help	15
Edith Gumbs	Elderly/Disability/Veterans	20
Sandra Jackson	Elderly/Disability/Veterans	20
Jonathan Lindsey	ORS TASC	25
Elmore Green	CDS	30
Jose Fernandez	CDS	35
Marion Jackson	ORS Community Service	35
Teresa Rabreau	Domestic Violence	35

II. CHAIRPERSON'S COMMENTS

- **Adoption of the Agenda.** Chairperson Zubkoff requested a motion to adopt the agenda as presented. **Dr. Joyce Price moved and James Fayson seconded the motion to adopt the agenda as presented. The motion passed unanimously.**

Chairperson Zubkoff advised that a quorum was not present to conduct official business, and requested that the Board defer the approval of items until additional members arrived to the meeting. He also recommended that the agenda be re-arranged to allow for a presentation by Ms. Regina M. Grace, Acting Assistant Director, regarding the CAA Board Strategic Planning process.

III. CAA BOARD STRATEGIC PLANNING CALENDAR

Regina M. Grace, Acting Assistant Director, provided the Board with a summary review of the CAA Board Strategic Planning process that was introduced at the October meeting. She advised that since that meeting she has had follow-up meetings with Ms. Davis-Raiford, as well as, staff from the Office of Management and Budget (OMB) about moving forward with the CAA Board strategic planning training sessions. Ms. Grace announced that the first training session will start next month at the next CAA Board meeting on Monday, December 10, 2012. She noted that the CAA Board meetings will be used as our training opportunity, with the focus on realigning the Board's structure to align with the national focus of community action on the issue of poverty, violence and substance abuse, and how these issues impact low income communities. She also stated that in order for this to take shape the Board will have to engage in some visioning and strategic planning, and OMB staff is uniquely equipped to assist the Board to work through the training phase.

Ms. Grace stated that during this training phase, the CAA Board's Finance Committee and Executive Committee with the approval of the CAA Board Chair would continue to function should issues arise that require approval such as: budgetary, programmatic and submission of grant applications.

Ms. Grace reminded Board members that the Community Services Block Grant (CSBG) is the reason that this tri-partite Board exists. She noted that during the training session, there will be some time given to realigning and reestablishing the Board's viewpoint on the community, the Board's role in changing the community, reviewing the Board's major areas of responsibility, how the Board is positioned in the community to effect change, establishing goals and objectives for the next year, and the key initiatives the Board will pursue to accomplish the desired changes. She also stated that the matter of competition, results orientation, and boards engaging other partners in addressing poverty will be a major focus during the training sessions. She concluded her presentation by announcing that the December, January and February Board meetings will be utilized as training opportunities, and the first training session will begin at the December 10th meeting. She also stated that going forward, it is important that the Board is prepared to help advocate for a Florida Commission on Poverty. Ms. Grace provided a brief summary regarding the Department's participation in the poverty symposiums conducted over the past two years in conjunction with the Florida Association for Community Action (FACA). She reported that this year's poverty symposium was held in Orlando, Florida on October 26, 2012, in which she and another staff attended on behalf of the department. The theme of the symposium was, "Engaging Key Partners in Addressing Poverty."

Ms. Grace talked about reviewing the committee structure to determine if we have the appropriate committees, are they appropriately positioned to embrace the real issues facing the community, and are they designed to put action back into

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Community Action and Human Services. She also stated that the CAA Board needs committed representatives from the following areas: employer/workforce, legal, finance, and health. She also stated that staff is currently reviewing our Community Advisory Committees and how to engage them to affect change in the communities they serve.

Ms. Grace announced that Marie Birts (CAA Board Member) and Darna Guardia (CAHSD staff) have been selected by Catalyst Miami to engage in a seven to eight week series entitled, “Harvest Democracy” with the focus on advocacy and how to get communities engaged.

Chairperson Zubkoff thanked Ms. Grace for the presentation, and then opened the floor for questions and comments. Ms. Irene Taylor-Wooten stated that since the training is scheduled to begin at the December 10th meeting, do we anticipate extending the length of the Board meeting. Ms. Grace responded that the length of the meeting will not be extended as we would like to stay within the 4:00 p.m. to 6:00 p.m. timeframe. Ms. Taylor-Wooten also commented that since the Youth Initiatives and Issues and Self-Sufficiency Committees are struggling to maintain a quorum at their meetings, and while the Board’s focus will be on strategic planning during the training period, the Board should suspend the activities of the Issues and Self-Sufficiency Committee and the Youth Initiatives Committee until the Board redirects them. Ms. Grace stated that Ms. Taylor-Wooten’s comments were confirmation to the discussion she previously had with the CAA Board Chair on the same matter, and requested a motion to suspend the activities of the two committees, and for the Board to empower the Executive Committee and the Finance Committee to conduct business and address any issues while the CAA Board participates in the Strategic Planning Training. **Irene Taylor-Wooten moved and Dr. Joyce Price seconded the motion that the CAA Board suspend the forthcoming meetings of the Issues and Self-Sufficiency Committee and the Youth Initiatives Committee until further notice and redirection, and for the Board to empower the Executive Committee and the Finance Committee to conduct business/address issues while the CAA Board participates in the Strategic Planning Training. The motion passed unanimously.**

IV. COMMITTEE REPORTS

Additional Board members arrived to the meeting and a quorum was in place to conduct official business. Chairperson Zubkoff requested the committee chairs to provide the Board with highlights of their reports.

- **Approval of CAA Board Minutes for October 1, 2012.** Chairperson Zubkoff requested a motion to approve the minutes of the CAA Board meeting held on Monday, October 1, 2012. **Irene Taylor-Wooten moved and Dr. Joyce Price seconded the motion to approve the minutes of the CAA Board meeting held on Monday, October 1, 2012. The motion passed unanimously.**

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- **Executive Committee, Dr. Joyce Price, Chairperson:** Dr. Price encouraged Board members to read the minutes of the Executive Committee meeting held on Monday, October 1, 2012, and requested approval of the minutes. **Dr. Joyce Price moved and James Fayson seconded the motion to approve the minutes of the Executive Committee meeting held on Monday, October 1, 2012. The motion passed unanimously.**
- **Finance Committee, Delleperche Joseph, Co-Chairperson:** Mr. Delleperche Joseph provided the Board with a summary of the action items discussed and approved by the Finance Committee as follows:
 - Finance Committee Minutes for Monday, October 1, 2012
 - CAA Revenues and Expenditures Report ending September 30, 2012

Mr. Joseph also commented that the Finance Committee wanted to make sure that the comments made by Richard Brown-Morilla regarding the new format were included in their discussion and made a part of the report. Mr. Joseph concluded his report stating that there was one program item that was presented by Ms. Grace regarding the CAA Board strategic planning training with the focus of putting action back into community action. He announced that Ms. Diane Benitez has accepted to serve as Co-Chair of the Finance Committee and Mr. Jean Fincher has been welcomed as a new member of the committee. Mr. Joseph extended an invitation to Board members to join and become part of the Finance Committee. **Levy Kelly moved and Dr. Joyce Price seconded the motion to approve the Finance Committee report. The motion passed unanimously.**

- **Head Start Policy Council, Tonya Ferguson, Chairperson:** Irene Taylor-Wooten, CAA Board Representative to the Head Start Policy Council, provided a brief update in the absence of Tonya Ferguson, Policy Council Chairperson. Ms. Taylor-Wooten announced that the new Policy Council officers for 2012-2013 have been seated, and with the exception of Tonya Ferguson (Chair) and Andre Dubuche (Secretary) all of the other officer positions were filled by new parents. Ms. Taylor-Wooten reported that the Policy Council, at their last meeting, approved the following action items:
 - Three Community Representatives for 2012-2013
 - CAA Board Representative to Policy Council (Irene Taylor-Wooten)

Ms. Taylor-Wooten also reported that the Policy Council will host a training workshop on the Head Start budget to better understand what the budget is all about. She also announced that the Policy Council is hosting its 2012 Program Governance Training and Awards Luncheon from 8:00 a.m. to 3:00 p.m. on Saturday, November 10, 2012 at the Hyatt Regency Hotel Downtown, 401 SE 2nd Avenue, Miami, Florida 33131. Ms. Taylor-Wooten encouraged Board members to attend.

Chairperson Zubkoff thanked Ms. Taylor-Wooten for the summary report, and requested a motion to accept the report. **James Fayson moved and Dr. Joyce Price seconded the motion to accept the Head Start/Early Head Start summary report. The motion passed unanimously.**

V. OTHER BUSINESS

Ms. Grace reported that Ms. Davis-Raiford was attending the Early Learning Coalition meeting in Marathon, Florida.

Ms. Grace announced that there will be a realigning of the CAHSD staff to cover the Community Advisory Committees. She also announced the appointment of Ms. Sherelean Edwards as the new Board Representative for the Opa Locka Community Advisory Committee.

Chairperson Zubkoff requested an update on the chronic Board vacancies, and asked what can be done about that issue. Ms. Grace stated that the vacancies will be dealt with in accordance to the steps delineated in the CAA Board Bylaws, that is, letters will be sent to members who have been absent more than three times and a copy sent to their appointing authority. In addition, letters will also be sent to those Commissioners who have not yet appointed a representative to the CAA Board. Ms. Grace also asked the Board's support to identify persons interested in participating on the Board and to forward their names and contact information to Ms. Davis-Raiford. She also requested the Board's support to identify persons in the community interested in serving on the CAA Foundation, and to also forward their contact information to Ms. Davis-Raiford.

Stephanie McIntosh asked for clarification as to her role as a Board member. Ms. Grace stated that the role of a Board member representing any target area is to share things that are being addressed in their community and to bring back to the community advisory committee the things that occurred at the Board meeting. Ms. McIntosh stated that she has brought several issues before the CAA Board but feels that they have fallen on deaf ears. She then provided the Board with a passionate plea for assistance to resolve a number of issues in the Goulds community as follows:

- Violence and shootings in the Arthur Mays housing development
- Relocation of the Arthur Mays Head Start site due to violence/shootings
- Vandalizing of the newly installed playground equipment
- Section 3 issue and jobs for residents in the Goulds community

Ms. Grace stated that every Board member is concerned with what goes on in the communities of Miami-Dade County. She commented that what Ms. McIntosh is describing as taking place in the Goulds community has plenty of room to go around for blame as there is community responsibility, parental responsibility, and decision-makers responsibility. The CAA Board has to connect with other groups in a combined effort in order to address and work out these issues---these issues cannot be solved by one person alone.

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A lengthy discussion followed and Board members offered the following comments/suggestions: (1) the impact of relocating the Head Start site, (2) hosting town hall meetings in the community with the local police and residents to address the shootings/violence in the community, (3) taking a personal interest in crime watch efforts in the community, (4) reaching out to the Arthur Mays Parent Committee Representative and the Policy Council Chairperson (Tonya Ferguson) to engage the parents to address the issue, and (5) coalition building. Ms. Grace added that since this is a community issue the Goulds Community Advisory Committee should also be involved in this process to engage the District Commissioner, the local Police Chief, the Goulds Coalition and the County's Nuisance Abatement Board. Ms. Grace also recommended contacting Dr. Harris, Principal, Pine Villa Elementary School, to involve the PTA regarding this issue.

Chairperson Zubkoff asked about the Board's immediate role to show its support and concern regarding the safety of the children at the Arthur Mays Head Start site. Ms. Grace suggested that the Board Chair draft a letter or make a phone call to the Miami-Dade Police Chief to express the Board's concern for the safety of the Head Start children in the Goulds neighborhood. Irene Taylor-Wooten recommended that Tonya Ferguson, Policy Council Chairperson, should also be added as a signee on the letter. Chairperson Zubkoff then directed Ms. Grace to draft the letter for his signature representing the sentiments of the CAA Board concerning the safety of the children at the Arthur Mays Head Start site. **Levy Kelly moved and Dr. Joyce Price seconded that the CAA Board draft a letter to express concern about the safety of the Head Start children in the Goulds community. The motion passed unanimously.**

VI. ANNOUNCEMENT

Marjorie York announced that the Sunflower Society will participate in the Veteran's Day events on Miami Beach, Florida on Sunday, November 11, 2012 and Monday, November 12, 2012.

VII. ADJOURNMENT

Chairperson Zubkoff thanked everyone for their attendance at the meeting; he wished everyone a happy Thanksgiving holiday and requested a motion to adjourn the meeting. The meeting adjourned at approximately 5:43 p.m.

Recorded by: John Hatcher, Senior Executive Secretary, CAHSD

Dr. William Zubkoff, CAA Board Chair

Date

James Fayson, CAA Board Secretary

Date